



Middlesex County Workforce Development Board Meeting

Tuesday, October 27, 2015, 9:00 AM

Present: Gloria Aftanski, Roseann Bucciarelli, Kevin Duncan, Alan Fialka, Janice Fishbein, Lorrie Ginegaw, Gabriel Lavigne, Sean McDonald (as designee for Brian Loughlin), Henrietta Wilson (as designee for Angela Mackaronis), José Montes, Naomi Vliet (as designee for Laura Morana), Susan Pasternack, Julie Piano, Miriam Ruiz, Jill Schiff, Kathy Shaw, Timothy Timberlake, Bernice Proctor Venable

Staff: Kevin Kurdziel, Nina Rios-Rivera, John Ross, Melinda Walton

Guests: Claudia Dorsch, Dan Frankel, Dupree McCalla

1) Call to Order

- a) Pledge of Allegiance Jill Schiff
- b) Roll Call Jill Schiff
 - i) Please note that any members not present today were excused ahead of the meeting.
 - ii) Ronald Rios, Director, Middlesex County Board of Chosen Freeholders, Claudia Dorsch, Fiscal Officer, Middlesex County Office of Workforce Development, Dan Frankel and Dupree McCalla of the Middlesex County Division of Vocational Rehabilitation were introduced as guests at the meeting.

2) Welcome and Introductions

- a) Compliance with Open Meeting Act. Jill Schiff
Notice of this meeting was made pursuant to the Open Public meetings Act, NJSA 10:4-10
- b) Approval of Minutes of the July 28, 2015 Meeting Jill Schiff
 - i) Motion to accept the minutes as written was made by Kathy Shaw and seconded by Bernice Venable. A vote was called and the motion carried with two abstentions from Melissa Lewis and Laura Morana. The minutes were accepted as written.
- c) Ronald Rios, Director, Middlesex County Board of Chosen Freeholders, took a moment to greet the Board members and to thank them for their great collaboration to help people. They make the effort to move forward and get ahead of the curve. Team work and collaborations like this are important to have.

3) Chairperson's Report Jill Schiff

- a) The last few months since our last meeting have been very busy, with the implementation of the Workforce Innovation and Opportunity Act. The State Employment and Training Commission has adopted several new policies which have been included in the information that was distributed to you for this meeting. Specifically, these policies address Local Workforce Board Member Appointments and process, New Jersey Local Area Designation, which we will address shortly,

and Adoption of definitions for New Jersey's Out of School Youth and Work experience. The adopted policies will bring New Jersey into alignment with WIOA. At their next meeting on November 10th, the SETC will adopt a WDB regionalization plan. Three information sessions were held throughout NJ earlier this month seeking input from the public. It is anticipated that the Middlesex County Workforce Development Board will be in the same region as Monmouth, Mercer and Ocean. This would keep the existing alliance of the four counties intact and makes the most sense from a labor market and economic development standpoint.

- b) I would also like to mention that Michele Boronkas resigned from her position as Executive Director of the SETC last month. Sheryl Hutchison has been appointed the acting executive director. A search is underway for Michele's replacement. The SETC is also hiring a Senior Policy analyst and a policy analyst. They are short staffed at the moment, but are doing a great job working with the local areas.
- c) Locally, the transition from WIA to WIOA was been going very smoothly. The WDB staff has convened several staff development sessions, and the employees have been doing a great job of transitioning over to WIOA.
- d) In the next several weeks our Governance, Planning and Performance Committee will work closely with staff to formulate a cost allocation plan for our Career One Stop Centers, which is due in December, and a youth plan which is due in January with input from our Youth Advisory Council.
- e) As seen on today's agenda, Claudia Dorsch, the fiscal officer of the Office of Workforce Development will be giving you an overview of this year's funding. I believe it is important for all of us as members of this board, to have an understanding how programs are funded and how the monies are utilized.

4) **WDB/Office of Workforce Development Budget Overview** Claudia Dorsch

- a) Kevin Kurdziel introduced Claudia Dorsch as the Fiscal Officer for the Office of Workforce Development saying that since the members are asked to vote on policy issues and budgets and expenditures, it is important that they have an understanding of how and where the money comes from and how it is integrated into the County budget. It is a lengthy approval process.
- b) Ms. Dorsch introduced herself and said she had been with the Office of Workforce Development for 17 years, starting under Pat Roman as an accountant.
- c) The following points were explained in a Power Point Presentation:
 - i) A comparison of funding streams, which are received through Notices of Obligation, between Program Year 2014 and Program Year 2015 broken down by Program.
 - ii) WIA Funding Broken down by category showing that 58.5% of funds were spent directly on clients.
 - iii) Top ten Vendors for Program Years 2011 – 2014
 - iv) Top Ten Fields of Study for Program Years 2011 – 2014
- d) The Office of Workforce Development receives Notices of Obligation from the State. They hold the money and tell us how we can spend it. A detailed "drawdown report" is sent to Trenton and the money is wired to the County Treasurer's Office and the bills are paid from that money.

Putting the money into the County budget is a lengthy process involving Board of Freeholder approval of a Resolution.

- e) We can transfer up to 100% of funds between Adult and Dislocated Worker if needed and have done so for the last two years.
- f) Most grants are for one year. Only Adult, Dislocated Worker and Youth money are two year grants with money allowed to be carried over into the next program year with oldest money being used first. Anything not spent is returned.
- g) There was a question asked about targeting of specific type jobs and industries and what happens when there are large layoffs in the County due to companies closing. Our funds are received on a set formula from the state based on size and unemployment rate. And, there are additional funds, known as NEG (National Emergency Grant) we can request in those cases.

5) Committee Reports

- a) Youth Investment Council..... Susan Pasternack
A Copy of the Report is attached to and made part of these minutes.
- b) Literacy Committee..... Gloria Aftanski
A Copy of the Report is attached to and made part of these minutes.

6) One Stop Julie Piano

- a) We are ahead of schedule for clients served for the first quarter of Program Year 2015 with 256 of our 909 goal already met.
- b) We have been notified that we will be audited by the NJ Dept. of Labor soon.
- c) There have been 165 ITAs written so far this year for New Brunswick and Perth Amboy.
- d) The Learning Links have obtained 55% of their goal with 91 of 164 being served.
- e) We are currently working on the Memorandum of Understanding and Resource Sharing Agreements with the other partners.
- f) At one quarter into the Program Year, it has been a smooth transition into WIOA thanks to an internal group in the office organizing it.
- g) We have been working on staff development by having representative of the Talent Networks coming in to meet with the counselors. This will also help them shift into the new requirements of WIOA by upgrading their skills at working on career pathways and stackable credentials for our clients.
- h) Training providers are required to report their job placement information to a "Consumer Report Card," but frequently do not, resulting in poor placement numbers and number of clients served. They are removed from the ETPL because of these violations but we are not informed before this is done. If we were, we could work with them to make sure all information is up to date. When we are able to do that, most are in compliance and added back to the list.

7) WorkFirst New Jersey John Ross

- a) The summer months are not a good indicator of what the year-end results of the program will be and more relevant data will be given at the next Board meeting in January 2016

- b) Our TANF referral rate from the Board of Social Services is 20% lower and the enrollment rates by our contracted Work First vendors are 40% low during the first quarter of this program year as compared with last year. Placement in full time employment is higher by 10%, which is a positive trend.
- c) The General Assistance referral rate from the Board of Social Services and the enrollment rate by the NJ Employment Service and contracted Work first vendors is slightly lower than last year and the placement rate in full time employment is also slightly lower.
- d) The SNAP referral rate by the Board of Social Services is up 12% and the enrollment rate by the contracted vendors is up 9% from last year. Placement in Full time employment is slightly lower.
- e) We have been told to expect a sharp increase in referrals of SNAP clients as the Board is currently in a process of revaluation of SNAP recipients and expects to increase referrals of eligible clients to Work First.

8) Business DevelopmentNina Rios-Rivera

- a) The Quarterly Statistic Report for July – September 2015 was given to all members which included the information that we have reached out to over 300 companies, had over 60 recruitments at our offices and held a job fair.
- b) The BDU was represented at the following recent events:
 - i) South Brunswick Job Fair.
 - ii) Hispanic Expo which had over 130 companies and 1,000 attendees,
 - iii) Perth Amboy Business Expo which combined company representation as well as job seekers,
- c) A weekly meeting is being held with the business representatives from the state, including OJT and veteran's reps., so a team approach can be implemented.
- d) Geographic breakdown has veterans being served across four counties. TANF and OJT are done by County and specific areas.
- e) Local Chambers of Commerce are sponsoring events. Sansone in Woodbridge has one for veterans and we have met with them.
- f) We have only a few hundred veterans registered with the One Stop. The Veteran's Representative told us that many of them are employed and that less than 10% need our services. They are given priority when they do come in.

9) Director's Report..... Kevin Kurdziel

- a) Mr. Kurdziel echoed Freeholder Director Rios in thanking the member of the Board saying there was not a lot of glory involved but that their expertise was valued.
- b) Three months into WIOA and it has been a smooth transition in thanks partly to the preparation and training sessions for staff conducted in our offices.
- c) We did not receive the Second Chance Program grant from the Department of Justice. There were several hundred applicants and only four grants awarded. We will continue applying when applicable.
- d) The new case management software purchase has been approved and we hope to have it up and running soon. An update will be given at the next meeting.

- e) We will be sharing access to the Info USA database with the Department of Business Development and Education. It identifies businesses moving into and expanding in the area and will assist with our proactive approach to economic and job development.
- f) The recent job fair was not as successful as we would have liked. This could be caused by “job fair fatigue,” the heavy rain that day and the fact that many companies have online applications that job seekers must fill out whether or not they meet them in person at the fair. We will re-evaluate and perhaps do regional or industry specific job fairs in the future focusing on demand occupations.
- g) Committees are vital to the Board, they are what drive our agendas. Board members are encouraged to be a part of one or more of them.
- h) We would like to work closer with the Talent Networks in the future on job fairs.
- i) Kathy Shaw reported that the Department of Economic Development with NJ Grow is awarding incentives to priority sectors to increase area employers. Some recent employers benefiting from this were ICIMS in Old Bridge which added 300 well-paying technical jobs and Amazon in some redevelopment areas. A GIS database is being built in order to follow these incentives.
- j) Our Economic Development website portal has been made stronger and now has mobile access.

10) Local Area Designation Kevin Kurdziel

- a) We are required by the SETC to submit a letter to the governor requesting that we be automatically re-designated as a Local Area.
- b) A motion to approve the sending of this letter was made by Bernice Venable and seconded by Kathy Shaw.
- c) A vote was called to approve the sending of this letter and carried unanimously.

11) WDB Regionalization Kevin Kurdziel

- a) The meeting Power Point showed the three proposed WDB Regionalization plans. Two keep us with our current partners. We will be sending a letter of support for the option that would keep the set up as it currently stands.
- b) It was explained that the purpose of regionalization was work with other WDBs with overlapping jobs and allow us to focus on a larger regional scale. Unofficially we worked together in the past but this will formalize that arrangement.
- c) We will probably have to meet with the other counties involved and submit a regional plan.

12) WDB Committee Sign-Up Jill Schiff

- a) The list of committees with description and other information was emailed to all members and sign-up sheets are in the back of the room.
- b) The Executive Committee is made up of the officers of the Board and other Committee Chairs. If you are interested in being part of this, please let one of the officers know.
- c) Bernice Venable asked about the committee that used to be called the “Curriculum Committee” and was told that it was a sub-committee and the recommendations have been incorporated into our Master ITA Agreement with the training schools.

- d) Mr. Kurdziel noted that in the past the Board has been “staff” driven but would like to move toward more being done by an active group of committees
- e) The Governance, Planning and Performance Committee, which is made up of the same member as the Executive Committee, is set up as three in one but we may break it down into a sub-committee for working on the strategic plans. Please indicate that on the sign-up sheet if that is your preference.

13) New BusinessJill Schiff and Kevin Kurdziel

- a) In the meeting packet is the Conflict of Interest statement that all Board members need to sign and return to be kept on file. Since there is an SETC attendance policy and it is sometimes difficult to attend a meeting, please make sure you have a Designee Form on file so someone from your organization can attend and act on your behalf at the meetings.
- b) Dan Frankel was welcomed back as he will be appointed to the Board at the next Board of Freeholders meeting and attend the January meeting as a Board member.
- c) Jill Schiff brought up the issue of the County website, while being amazing for developers, etc. is difficult for job seekers to navigate if they are looking the Office of Workforce Development and events they are running. Some of her colleagues tried to find information on the recent job fair, but had difficulty. They tried using Google but nothing came up and even once they found the County web site, and using the built in search engine, it was buried below old press releases. Kathy Shaw explained that the County was trying to get rid of the past fragmented approach and to rebrand the County using the website as one source, not as in the past when the Office of Workforce Development worked more independently. Ms. Schiff reiterated that the Office of Workforce Development information is buried too far in the County website and that the general public can’t find the information needed. This will only be made worse when we start partnering with other Counties.
- d) Bernice Venable thanked the Board for having Claudia Dorsch present the information about funding.

14) Member Comments

Janice Fishbein of the Division of Vocational Rehabilitation wanted everyone to know that November is Disabilities Awareness month and there would be an event at the Middlesex County Fire Academy. DVR serves people with disabilities and she introduced Dupree McCalla from her staff and said that more people will be added in January.

15) Public Comments

The floor was opened to the public but there were no comments

16) Adjournment

The motion to adjourn was made by José Montes, seconded by Kathy Shaw, passed unanimously and the meeting was adjourned.

Handouts

Emailed ahead of time:

- Agenda
- Minutes of July 28, 2015 WDB meeting
- Performance Report
- Placement Report
- BDU Report
- Middlesex County Code of Ethics
- SETC Documents and Proposal (#2015-02)
- No Conflict Statements with cover letter
- Designee Form
- Committee Descriptions

In packet:

- Agenda
- WIB Report
- No Conflict Statements with cover letter
- Committee Descriptions
- 2013 Annual Report
- WDB Membership List
- Revised By-Laws
- Tentative 2016 Board Meeting Schedule
- Committee Descriptions

E-mailed after meeting:

- Power Point Presentation containing:
 - Fiscal Charts
 - WDB Regionalization Maps

The next meeting of the Workforce Development Board will be January 26, 2016.

Youth Notes - WIOA WDB Meeting – October 26, 2015

Changes for Program Year 2015 – 2016

As of July 1, 2015, **Middlesex County College** has gone from 2 cycles for **High School Equivalency Programs** to 3 cycles. It will make the classroom size smaller, and has already increased interest in the southern part of the County.

The **Youth One Stops** in New Brunswick and Perth Amboy have now combined into one location at 161 New Brunswick Avenue in Perth Amboy.

WIOA has placed more emphasis on **Work Experience**. 20% of the Youth Funds have to be allocated to satisfy this requirement. We are developing MOU's for worksites. An RFP, focusing on Worksites is planned for release in December. We also have a Youth Career Services Coordinator that is assigned to the Business Development Unit to find worksites for participants.

The **Financial Technical Assistance grant** from the CFPB started with a conference in Washington at the beginning of October. It will incorporate four of the fourteen elements (Financial, Entrepreneurship, Leadership and Mentoring). The MCOWD Youth Program will be responsible for overseeing the grant and "Training the Trainer" to our vendors.

Current Activities

Volunteer Work

- Food Banks
- Habitat for Humanity – New Volunteer Worksite

Mentoring/Fiscal/Leadership

- Santander Bank
- Public Service/Community Meetings
- Projects

Career Pathways

- Occupational Research
- Speakers for Training Options

Basic Skills/Tutoring

- Workforce Learning Links

Vendor Based

- Onsite

Industry Tours

- Rutgers's University – operations, building, food services and land maintenance; career pathways – medical
- Construction/Carpenter's Union - Pending

Programs

Enrollment Numbers: July 1 – September 30, 2015 (1st Quarter)

(MCC Youth Work Readiness has increased from 2 Cycles to 4 Cycles so number may look smaller than previously.)

<u>Goal</u>	<u>New</u>	<u>Transfer</u>	<u>Total Served</u>	<u>ITA's</u>
135	40	2	42	14

As of September 30, 2015 we are 30% of our annual goal

LITERACY COMMITTEE REPORT

Workforce Development Board Meeting – October 27, 2015

- Discussion on literacy gaps
- At the last Literacy Committee meeting, discussions were centered on the challenges in serving functionally illiterate customers and those who need Beginner English as a Second Language instruction. It is a multifaceted concern stemming from lack of available resources.

- Identifiable concerns are:
 - 1) The dearth of places to refer them to. There are few programs that cater to this group. The fact that 'one on one' instruction is also generally needed at this level makes the demand for slots exceed available openings.
 - 2) Lack of funds at the institutional level results in fewer programs.
 - 3) Socio- economic factors such as lack of funds and lack of transportation make it difficult for students to continue to attend classes.
 - 4) Need for more comprehensive learning assessment that may identify learning disabilities.

- Workforce Learning Link
- To date, both offices of New Brunswick and Perth Amboy have enrolled ninety one (91) new students at Workforce Learning Links. This comprises fifty-five percent (55%) of the required number to be served. The Perth Amboy location have openings for both morning and afternoon for Basic Skills Remediation and Computer Literacy classes.